

# West Ashton Parish Council

Please reply to The Acting Parish Clerk, Mrs Carol Hackett, 23 Orchard Close, West Ashton, Wiltshire. BA14 6AU  
Tel: 01225 760372 Email: westashtonpc@outlook.com

Minutes of remote Annual Meeting of the Parish Council held on **Wednesday 7<sup>th</sup> October 2020**  
at 7.15pm by Zoom Teleconferencing

**Present:** Cllr Covington (Chairman), Cllr Prickett, Cllr Molloy (left meeting at 7.35pm due to connectivity problems), Cllr Robertson and Cllr Alford.

**In attendance:** PCSO Matthew Till (joined meeting at 8.13pm and left at 8.42pm). One member of the public, Nicky Bull, newly appointed Clerk (joined meeting at 7.40pm) and Carol Hackett (Acting Parish Clerk).

**Public Participation:** There was none.

	<b>AGENDA ITEM</b>
2020/24	<b>Election of Chairman</b> In accordance with the Local Government Act 1972 ss 15 (2) and 34 (2) it was proposed by Cllr Prickett, seconded by Cllr Robertson and resolved to elect Cllr Covington as Chairman of the Parish Council for the remainder of the municipal year 2020/2021.
2020/25	<b>Declaration of Acceptance of Office</b> It was agreed that the Clerk would receive the Chairman's signed declaration of acceptance of office outside of the meeting, as soon as practically possible.
2020/26	<b>Apologies for Absence and to consider the reasons given</b> None - All councillors present.
2020/27	<b>Election of Vice Chairman</b> In accordance with the Local Government Act 1972 ss 15 (6) and 34 (6) it was proposed by Cllr Robertson, seconded by Cllr Covington and resolved to elect Cllr Alford as Vice-Chairman of the Parish Council for the remainder of the municipal year 2020/21.
2020/28	<b>Declaration of Acceptance of Office</b> It was agreed that the Clerk would receive the Vice-Chairman's signed declaration of acceptance of office outside of the meeting, as soon as practically possible.
2020/29	<b>Declarations of Interest and Dispensations to Participate</b> None received.
2020/30	<b>Minutes of previous meeting</b> The minutes of the previous meeting held on 15th July 2020 were approved as a correct record (proposed Cllr Prickett, seconded Cllr Robertson). Minutes to be signed as soon as practically possible.
2020/31	<b>Parish Clerk vacancy</b> The Chairman noted that two initial expressions of interest had been shown for the vacancy, but only one formal application had been received. He briefed members on

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	<p>the applicant's experience, and suitability for the role. He referred to recent correspondence with WALC, who had indicated that the minimum number of hours for advertising the role was normally four hours per week. With this in mind it was suggested that up to four hours per week should be available to the Clerk if required. Following a brief discussion, it was proposed by Cllr Robertson, seconded by Cllr Covington, and resolved to appoint Nicky Bull as the new Clerk/RFO for the Council. Appointment to be for up to four hours per week, on Spine Column Point 11, with a start date of Monday 12<sup>th</sup> of October. It was also agreed to purchase a printer for use by the new Clerk, and have a hand-over period of two months for the Acting Clerk and new Clerk to work together – <b>ACTIONS</b> – Acting Clerk and Chairman to prepare new contract and order printer. Nicky was then invited to join the meeting, to be welcomed, and introduced to Councillors.</p>
2020/32	<p><b>Follow-up actions agreed at last and meeting –</b></p> <ul style="list-style-type: none"><li>a) Enquiries with Wiltshire Council regarding use/restrictions of agricultural land – Cllr Prickett reported that he was yet to receive clarification from Wiltshire Council. It was however noted that when previous agricultural plots in the village had been purchased and used as extensions to gardens, there had normally been restrictions imposed.</li><li>b) Enquiries with Fire Service regarding restricted access, caused by parked cars – The Chairman reported that he had yet to receive a response from the Fire Service.</li><li>c) Parish Website –<ul style="list-style-type: none"><li>i. 'Website Accessibility Compliance Update' webinar – The Chairman noted that it was now a legal requirement for public bodies to ensure reasonable adjustments are made to their website, so that they are accessible to people with various disabilities. Following guidance received during the webinar, the Acting Clerk and himself had now reviewed the Parish website, and highlighted a number of issues which needed attention, to help make the site more compliant. These issues were currently being addressed by the website Manager. The Chairman then shared access to the website with Councillors to explain the type of issues that were currently being reviewed.</li><li>ii. Advert in magazine for volunteer to support Website manager – The Chairman reported that no response had yet been received.</li><li>iii. Website Accessibility Statement – The Chairman reported that this would be prepared after the first review of the website had been completed, and actioned by the website Manager – item therefore deferred until next meeting.</li><li>iv. Review content of Parish Council section on website – It was agreed that a list of Parish Councillor names would be included on the website. The point of contact for the Parish Council would be detailed as the Clerk, with her name, land-line phone number, and Parish Council email address being provided. It was also agreed that a Parish Councillor / Clerk 'WhatsApp' group should be set-up to help with communication – <b>ACTIONS</b> – Clerk to make the necessary arrangements.</li></ul></li><li>d) Enquiries with Wiltshire Council regarding Land sold along East Town Road – Cllr Prickett reported that he was yet to receive clarification from Wiltshire Council.</li></ul>

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	<p>e) Speed Indicator Device (SID) for use in the village – Cllr Prickett updated Councillors on recent communications received by North Bradley Parish Council from Trowbridge Town Council regarding use of a shared device. Following a brief discussion, it was agreed that West Ashton would continue with the proposal to purchase a device for use on Bratton Road – <b>ACTIONS</b> – Clerk to advise Trowbridge Town Council that West Ashton are making their own arrangements. Cllr Alford to research and circulate quotes based on scope suggested by Councillors. Also, to forward information to North Bradley Parish Clerk, enquiring whether they might consider joining with us, to share the cost and use of the device.</p> <p>The Chairman invited PCSO Matthew Till to address the Council – PCSO Till acknowledged that speeding was an issue, and noted his support for the SID. He noted that contacting the Fire Service regarding accessibility issues at Shepherds Drove was a good idea, and suggested that they would probably do a dummy run to check the situation, and act accordingly if there were access problems. He also agreed to do a drive-past and access the situation. He then answered questions posed by Councillors.</p>
2020/33	<p><b>Parish Councillor Reports</b></p> <p>a) The following Councillor portfolios were agreed for the remainder of the municipal year:</p> <ul style="list-style-type: none"><li>• Highways – Cllr Covington</li><li>• Wiltshire Council - Cllr Prickett</li><li>• Parish Steward – Cllr Alford</li><li>• Community Speedwatch – Carol Hackett</li><li>• Village Hall – Cllrs Covington and Alford</li><li>• Neighbourhood Plan – Cllrs Prickett and Covington</li><li>• Footpaths – Cllrs Molloy and Prickett</li><li>• Play Area – Cllr Alford</li><li>• Planning – Cllr Molloy</li></ul> <p>b) The following representatives were appointed to outside bodies for the remainder of the municipal year:</p> <ul style="list-style-type: none"><li>• CATG – Cllrs Prickett and Covington</li></ul> <p>c) The following updates were received:</p> <ul style="list-style-type: none"><li>• Highways<ul style="list-style-type: none"><li>➤ Bus Shelter repair – Cllr Covington noted that the contractor had yet to return to complete the repair to the Councils satisfaction, the invoice therefore remained unpaid.</li><li>➤ Traffic calming – Cllr Covington reported that the request to Wiltshire Council for a metro count and more traffic calming through the village was still to be considered by CATG – <b>ACTIONS</b> – Cllr Prickett to request update from Wiltshire Council.</li></ul></li><li>• Wiltshire Council – Cllr Prickett reported that a lot of meetings had been cancelled due to COVID-19, however, the boundary changes had been voted through on September the 9<sup>th</sup>. He noted that the nationalisation of public transport (buses and trains) had now been extended until Christmas, with Government covering the cost of contracts.</li></ul>

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	<ul style="list-style-type: none"><li>• Police – PCSO Till noted that there would no longer be any regular monthly updates provided, however he would be happy to respond to any questions and concerns emailed directly to him – <b>ACTIONS</b> – Clerk to circulate details of PCSO email address to Councillors.</li><li>• Parish Steward – Cllr Alford noted that he spoke with the Parish Steward on a fortnightly basis, giving him work as required.</li><li>• Community Speedwatch – Cllr Covington reported that one session had been held since the recommencement of activities. It was hoped that future sessions could be carried out to coincide with the PCSO’s shift patterns wherever possible.</li><li>• Village Hall – Cllr Covington reported that a few regular user groups had started meeting again. The Meeting Room had now been re-designated as a ‘COVID-19 Secure Area’ for use if required. Work was due to commence shortly to repair the storm damage on the Hall.</li><li>• Neighbourhood Plan – Cllr Covington reported that the Regulation 16 consultation undertaken by Wiltshire Council had finished on the 28<sup>th</sup> of September. All the comments received, including the submission from Wiltshire Council, would now be sent to the independent examiner for completion of the next stage in the process.</li><li>• Footpaths:<ul style="list-style-type: none"><li>➢ Unauthorised detour on footpath far end Kettle Lane – Cllr Covington reported that the matter had been discussed with the Wiltshire Council Rights of Way Warden.</li><li>➢ Stile at village boundary (WASH7) needing repair - Cllr Prickett reported that the stile had now been repaired by Wiltshire Council.</li><li>➢ Fence repair on footpath opposite East Town Road – Cllr Prickett reported that the matter had been discussed with the Wiltshire Council Rights of Way Warden, and was now being referred to the Estates Office for action. Arrangements were to be made to put some aggregate down around the kissing gates and along the footpath where it gets muddy.</li><li>➢ Approx. 8 Elm trees on corner of crossroads, adjacent to Orchard Close – Cllr Covington reported that Wiltshire Council had scheduled work to fell the tree with their tree surgeon.</li><li>➢ Footpath through School – Cllr Covington noted that he was unsure if Wiltshire Council had signed-off the new path yet, as there still appeared to be some outstanding issues. The school had already removed the old kissing gate before sign off.</li></ul></li></ul>
2020/34	<b>Finance</b> <ul style="list-style-type: none"><li>a) Councillors received and approved the financial report as at 30/9/20.</li><li>b) Payments as listed in the appendix at the end of the minutes were approved (proposed Cllr Robertson, seconded Cllr Covington).</li><li>c) Quarterly check of Parish Council accounts – Cllr Alford reported that he had yet to complete the review of the Parish Council’s accounts as at 31/8/20 – matter deferred to next meeting.</li><li>d) National Joint Council for Local Government Services (NJC) pay scales for 20-21 – Approval was given to accept the recommendations of the NJC with</li></ul>

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	<p>regards to the new pay scales for the Clerk (Clerk SCP 11), which came into effect from 1/4/20 (the Acting Clerk who had been taken on as a contractor rather than an employee would be paid at the new rate for SCP11 with immediate effect) (proposed Cllr Covington, seconded Cllr Robertson).</p> <p>d) Bank signatories 2020/2021 – The Parish Councillor signatories for the remainder of the municipal year were confirmed as Cllr Covington, Cllr Robertson, Cllr Molloy, and Cllr Alford. It was also agreed to set-up internet banking for use by the new Clerk, to act alongside the Chairman as one of the two named people for authorising on-line payments. Statement address for bank statements to also be amended – <b>ACTIONS</b> – Chairman and Clerk to organise.</p> <p>e) Approval was given for the payment of the following annual subscriptions - NALC/WALC, ICO (by direct debit), and CPRE (proposed Cllr Covington, seconded Cllr Robertson).</p> <p>f) Approval was given to re-appoint Diane Abbott as the Parish Council’s Internal Auditor for the year ending 31/3/21 (proposed Cllr Covington, seconded Cllr Prickett).</p> <p>g) Approval was given for the use of banker’s standing order to make payments as considered appropriate (as per requirement of Financial Regs para. 6.7) (proposed Cllr Covington, seconded Cllr Robertson).</p> <p>h) Approval was given for the use of BACS or CHAPS to make payments as considered appropriate (as per requirement of Financial Regs para. 6.8) (proposed Cllr Covington, seconded Cllr Prickett).</p>
2020/35	<p><b>Planning applications, decisions, enforcement issues and appeals</b></p> <p>a) The following planning applications considered by the Parish Council since the last meeting were noted:</p> <ul style="list-style-type: none"><li>i. 20/07538/PNCOU Brick store at Home Farm Rood Ashton, West Ashton. BA14 6BL. Notification for Prior Approval under Class Q for a Proposed Change of Use and Conversion of Agricultural Building to 2 Dwellings (Use Class C3) and Associated Building Operations.</li><li>ii. 20/05500/VAR Nantoes, Kettle Lane, West Ashton. BA14 6AW. Variation of conditions 2 and 8 of planning permission 18/01173/FUL to allow for a change to external materials and amendment from pre-commencement work condition to pre-occupation condition.</li><li>iii. 20/06775/WCM Northacre Energy from Waste Facility, Stephenson Road, Northacre Trading Estate, Westbury. BA13 4WD. Amended energy from waste facility to that consented under Planning Permission 18/09473/WCM – Objections.</li></ul> <p>b) The following recent planning application decision made by Wiltshire Council was noted:</p> <ul style="list-style-type: none"><li>i. 20/05500/VAR Nantoes, Kettle Lane, West Ashton. BA14 6AW. Variation of conditions 2 and 8 of planning permission 18/01173/FUL to allow for a change to external materials and amendment from pre-commencement work condition to pre-</li></ul>

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	occupation condition – Permission with conditions.
2020/36	<b>Parish Council Insurance 2020/2021</b> The insurance arrangements for 2020/2021 via Community First, were reviewed and approved for payment (proposed Cllr Covington, seconded Cllr Prickett).
2020/37	<b>Correspondence</b> There was none.
2020/38	<b>Parish Matters</b> Cllr Robertson asked for an update regarding the travellers' site on Yarnbrook Road – Cllr Prickett reported that a Wiltshire Council Enforcement Officer was regularly visiting the site to ensure compliance with the Planning approval granted for the site. Cllr Robertson referred to the work being carried out on a property in Kettle Lane. Cllr Alford asked for an update regarding the Westbury incinerator – Cllr Prickett noted that although Wiltshire Council had given approval for use of the land for industrial development, it would be the Environment Agency who would make the final decision.
2020/39	<b>Date of next meeting</b> Wednesday 18th November 2020  (Dates of Parish Council meetings for remainder of the municipal year – Wednesday 18 <sup>th</sup> November, 20 <sup>th</sup> January 2021, and 17 <sup>th</sup> of March 2021)

There being no further business the meeting was closed at 9.30pm.

## Appendix.

### Payments made in between meetings

Payee name	Details	Payment date	Chq No.	Amount
CardiAid	Defibrillator service	30/07/20	708	252.00
Evans Above	Recreation Area Grounds maintenance for July	03/08/20	709	£72.00
Community First	Annual Insurance Premium	17/08/20	710	406.82
Evans Above	Recreation Area Grounds maintenance for August	15/09/20	711	£72.00

### Payments made at Parish Council meeting

Payee name	Details	Payment date	Chq No.	Amount
Evans Above	Recreation Area Grounds maintenance for September	07/10/20	712	£72.00
Carol Hackett (Acting Clerk)	Hours worked from 15/6/20 to 29/9/20 plus expenses	07/10/20	713	£498.74
P Buckland	Tree planting scheme	07/10/20	714	£15.00